



SHELTON STATE

C O M M U N I T Y C O L L E G E

Adult Education Program Newsletter

Quarter IV
April - June 2009
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News • Events • Seasonal Information • Activities

Letter from Dr. Fran Turner:

It has been a privilege to serve as the College's Director of Adult Education. The program's faculty, staff, community partners, advisory council members, and the College's administration have worked together to expand quality education for adults in West Alabama. We shared a daunting task, but one which is extremely important, to improve the lives of adults and their families through education. We are making a positive impact on our communities and the state.

These accomplishments are a direct result of the daily work of a dedicated group of individuals. I have many wonderful memories, and I will treasure them always.



I am transitioning into a new role in the College which will allow me to work with non-traditional students including Adult Education students. As Adult Education transitions from the Division of Student Services to the Division of Instructional Services, it is a privilege to announce that Phillip Johnson will serve as the Acting Director of Adult Education and Kristen Bobo will serve as the Acting Site Coordinator for Tuscaloosa County, PLUS, ESL, and GED On-line. Both are dedicated professionals and will lead the Shelton State Community College Adult Education Program as it continues to be a premier program. I know they will receive the same type of support that I was privileged to receive.

I want to say a special word of thanks to the program faculty and staff. Their positive approach toward serving the students is a combination of compassion and educational expertise which will benefit the students all of their lives. I look forward to following the continued successes of the program.

Student Spotlight:

Dominique Ibik made the decision to continue her education by enrolling in the Shelton State Community College Adult Education Program in August of 2008. With her grandmother as her motivation, she began attending the C.A. Fredd Fast Track class with the goal of obtaining a GED and a CRC. Dominique excelled in reading and was excited to move on to the next step towards achieving her goal. Mrs. Debra Terry said, "Dominique was a very determined student who earned her GED and CRC while working full time." Dominique was chosen to represent the Adult Education Class of 2009 as the student speaker during the graduation ceremony. She expressed words of encouragement to her classmates pushing them to continue to dream big, work hard, and achieve their goals. Dominique said, "All things are possible if you just work hard, trust, and believe in yourself."



After Dominique succeeded in the first steps towards continuing her education, passing the GED, and receiving a gold Career Readiness Certificate, she applied for and received a scholarship that will assist her in obtaining a four year degree in psychology with a minor in business. Dominique would like to become a motivational speaker following in the footsteps of her grandmother who motivated her to fulfill her dreams.

SSCC Staff Spotlight:

Marilee Dinc works in the Shelton State Community College Payroll Office where she assists employees with new hire paperwork, inputs employee leave information, files and scans payroll documents, and assists the other payroll personnel so that the college's payroll runs smoothly each month.

Marilee was born and raised in Iowa and then moved to Houston, Texas, before settling in Alabama where she has resided for twenty five years. She is a licensed cosmetologist in



three states and managed several salons over a twenty five year period. She is also a licensed dietary aid in Iowa where she worked with patients in a hospital setting. Marilee ran the supply room at Tuscaloosa Aircraft Painting by supervising the ordering and distribution of supplies. She managed three Payless Shoe Stores and has worked at all of the stores located in Tuscaloosa. Marilee was recognized as 23rd out of 5000 for store sales for the Easter quarter for 2006. After this accomplishment, Marilee came to Shelton State to share her quality customer service experience gained through her previous work experiences.

Marilee enjoys spoiling her two little dogs, working in the yard, solving Sudoku and numbrix puzzles, and watching "NCIS" on TV. She is always excited about playing games of any kind.

Marilee expressed her appreciation for Adult Education by saying, "I am glad there is a platform for an adult that offers this degree of opportunity. I enjoy learning new things, and adults are given the incentive to learn by being offered this educational option which in return provides a win/win situation for all concerned."

AE Faculty Spotlights:

Lisa Lightsey graduated from the University of Montevallo with a double BA in English and History. She has more than ten years experience with Adult Education and has served as Adult Basic Education Instructor at the Bibb County Correctional Facility since August 2007, where she has assisted dozens of inmates in earning their GEDs. Prior to her work at the Bibb County Correctional Facility, Lisa worked as a volunteer at other Bibb County ABE sites, and taught her own class at Randolph Elementary School.

When asked to talk about her experiences teaching in the prison Lisa says, "My students at Bibb County Correctional Facility are often those who have experienced few successes during their lifetimes, particularly in the educational realm. Many of them are the ones so often referred to as having 'fallen through the cracks' of education. In realizing this, I know that one of my most important roles as Adult Basic Education Instructor is to encourage them and let them know that they can master aspects of learning and, if they apply themselves, they can earn their GEDs in preparation for positive actions if and when they are released from prison. Listening to the pride in their voices and watching their expressions when they learn they have, at last, reached a positive goal, makes my job so rewarding."

Lisa has one son who lives and works in Tuscaloosa; he will attend Shelton State Community College in the fall.

Partner Agency/ Host Site Spotlight:

The Hale County Technology Center is a vocational high school in the Hale County School System that serves grades 9-12. The center provides several services to high school students and adult learners. The center is an Adult Education host site where Mr. Eugene Spencer instructs AE students on how to prepare for the GED. Ms. Irene Byrd, Ready to Work instructor from SSCC, also offers her expertise at the center for AE students to obtain RTW training. The Adult Education Program receives a great deal of support and referrals from Mr. James Essex, Director of the Hale County Technology Center, and Dr. Frank Stegall, Superintendent of the Hale County School System. Dr. Stegall volunteers his time to be an active member of the Shelton State Community College Adult Education Advisory Council. Mr. Essex administers the GED test for the center. Many Adult Education students in Bibb, Greene, Hale, Sumter, and Tuscaloosa Counties take the GED at this testing site. The center's physical location is 19875 AL Hwy. 69 North, Greensboro, AL 36744, and the phone number is 1.334.624.3691. Students may call the center to sign up for a testing date.

Alabama Adult Education System for Accountability and Performance (AAESAP) Updates:

- The Department of Postsecondary Education no longer requires the AL Reporting System (ARS); therefore, instructors do not need to submit it with their monthly reports.

AAESAP Information Specific to the Fourth Quarter

- The fourth quarter (April – June) is our last chance to show functioning level gains for this year. Students who have not made a gain for the year should be tested before June 30, 2009.
- As the end of our current fiscal year approaches (June 30), the names of new students may not appear in AAESAP. These students will be enrolled during the next year when they will have time to show academic progression and make functioning level gains. Their names will appear in AAESAP after July 1, 2009.
- Students who are ready to take the GED exam should be encouraged to take it now. If they wait until after July 1, they will need twelve new hours before the program will get credit for the GED. If they take the exam without earning twelve hours after June 1, our program will not get credit for the GED accomplishment even though the student attended our class and received instruction.

Electronic Technology Inventory Now Available:

Over the last two years, Gary Youngblood has developed an inventory database that stores and consolidates our program's inventory spread throughout our five county service area. During this year, most of the adult education classes were able to view their inventory electronically. AE instructors will no longer have to manually write the serial numbers for each of their computers on a sheet; they will only be asked to check to make sure what is on file is still current. Additions or deletions should be corrected and sent back to Mr. Youngblood so that the program's inventory database is as current as possible. The few classes that will be required to fill out an entire inventory this year will have their data entered into the program's electronic inventory database, and it will be available for them in the years to come. The electronic design should help save time and effort that instructors put forth annually collecting data.

AE Recognition - 2009 League for Innovation Award:

Thanks to a submission by Dr. Graham Hatcher, Assistant to the President, the Shelton State Community College Adult Education Department was recognized by the League for Innovation; our program was the first Adult Education program in the state of Alabama to provide an on-line professional development opportunity to its faculty and staff. The AE program presented the Quarter III Adult Education In-service through the internet resource, *Blackboard*. During a time of budget struggles, an online professional development opportunity became the most economical solution to delivering quarterly information to instructors who are spread throughout a five county service area. Instructors were able to view informational audio segments pertaining to program updates from President Heinrich, Dean Taylor, and the AE staff. Johnny Parker, Director of Human Resources, explained payroll procedures and the importance of accuracy. Carolyn Davis, an instructor from Tuscaloosa County, gave a "Best Practices" session on post-testing. The online delivery method prevented the need for class closures and travel reimbursements. The development of the on-line professional



development opportunity was a group effort made by many departments of the College working together. A special thanks go out to Kristen Peoples Bobo, Kim Camp, Julia Chancy, Curtis Coleman, Carolyn Davis, Candy Denny, Graham Hatcher, Mark Heinrich, Channing Howington, Phillip Johnson, Lisa McKnight, Johnny Parker, Jill Swindle, Tommy Taylor, Fran Turner, Gary Youngblood, and Kay VanLuvender. The state Adult Education staff followed suit, and because of the need to reduce expenses, the Professional Development Committee recommended that instead of having a regional workshop requiring directors and instructors to drive to one of several locations, a training session be recorded and distributed among our programs and made available online. The total cost of providing this video was about one-fifth the cost of having over 350 people travel to a regional workshop across the state.

Drop Out Recovery Plan:

Adult Education staff members and high school counselors communicate, and at least once a quarter the counselors send contact information (name, phone number, and address) for their students who drop out of high school. The AE program staff members contact the students and tell them about our Adult Education classes. The partnership with the high school counselors is working well and we appreciate their assistance. Our program has a new e-mail address: ged@sheltonstate.edu.

Lisa Waldrop, the College's Director of Recruiting, sends a quarterly e-mail newsletter to all the counselors in our service area. The phone number for the Counseling Center is 205.391.2232.

Attendance Verification:

Candy Denny (candy.denny@sheltonstate.edu / 205.391.2673) documents all attendance verification for the SSCC Adult Education Program. **Students needing verification should plan ahead. A student must have a Release of Information Form with the relevant recipients listed before Ms. Denny can provide the attendance verification. Students should bring the Request for Enrollment /Attendance Verification Form with them.** This form is filled out and signed by the instructor.

Plus Update:

PLUS Tuscaloosa is a community-wide effort using trained volunteers to teach adults to read. The program is administered and coordinated by the Shelton State Community College Adult Education Program and is funded by the Department of Postsecondary Education and by contributions from community organizations, churches, businesses and individuals. PLUS Tuscaloosa has three goals: to raise awareness of the problem of adult functional illiteracy, to recruit and train volunteer reading tutors, and to encourage participation of those who need assistance with reading. The program needs interested adults who can read and write English well, relate with sensitivity and compassion, and demonstrate patience and perseverance. **You do not need to be a professional teacher to volunteer.**

One of our PLUS tutors was our GED Graduation speaker, Ms. Tynica Prince. She received her GED in 2001, after studying with a tutor from Shelton State. Two months later, she entered Stillman College and later earned her degree. She is employed in Birmingham as a Consumer Relations Specialist with Blue Cross and Blue Shield of Alabama. Tynica said she wanted to be able to give back to her community and help others who might find themselves in a situation similar to hers. She decided to enter Troy University for her Master's in Adult Education. Despite her busy schedule, Ms. Prince is dedicated to encouraging as many people as possible to further their education. We are grateful that she has chosen to become a PLUS tutor and is making a great difference in her learner's life.



WorkKeys© Update:

Our Adult Education students continue to take advantage of the opportunity to take the WorkKeys© assessment which is available to all our Adult Education students based on a prerequisite targeted instruction score. Instructors help ensure that students are ready for the WorkKeys© assessment by verifying that the students

- Have attended AT LEAST 12 hours in Adult Education classes
- Pass the practice GED.
- KeyTrain is available for students to use in preparation for the test. It is encouraged you allow students to work on KeyTrain as often as you can, paying special attention to Locating Information. If a student is ready to pass the GED test, they should be ready to take the WorkKeys Test so please encourage all students to take the test.
- When a student has met these requirements and is ready to take the test, instructors send a hard copy or an email copy of the WorkKeys Online Registration Form to Gary Youngblood (gyoungblood@sheltonstate.edu). The assessment will be given on Friday mornings at 8:30 and will last until approximately 11:30. Each section of the test is 55 minutes. **The assessment is not given each week but is scheduled based on the number of students who need to take the test.** The test will be given in the GED Classroom on the C.A. Fredd Campus. At this time students are responsible for their own transportation to the assessment.

Alabama Career Readiness Certificate (CRC):

The Shelton State Community College Adult Education program tested a total of 131 students during the first two quarters of the 2008-2009 school year. A total of 122 CRCs were earned which yields a **93%** success rate. Only nine students have failed to earn a CRC. A breakdown of the CRC's earned in each category is as follows:

- ❖ CRC Breakdown:
 - Bronze - 33
 - Silver - 77
 - Gold - 12

Ready To Work:

The Ready-to-work (RTW) Program is operated through the Alabama Department of Postsecondary Education Division of Workforce Development. The College's **West Alabama Center for Workforce Development** will continue to provide Ready To Work (RTW) classes in Tuscaloosa County. Employment, retention, and wage gain information for all participants is tracked. The RTW program goal is successful completion of the Alabama Certified Worker examination, RTW Program participants are required to secure the Alabama Career Readiness Certificate in order to complete the program. The College's West Alabama Center for Workforce Development and Adult Education staff will continue to partner to promote the GED and the CRC.

The RTW Program is offering Adult Education students the opportunity to obtain RTW training while attending an Adult Education/GED class. Ms. Irene Byrd, a RTW instructor, visits the Hale Technology and Bibb Correctional classes to provide instruction on the modules that are required in the RTW Program. George Pratt, Assistant Director for the Center of Workforce Development, is also securing a site to accommodate a RTW class in Greene County.

English as a Second Language (ESL) Update:

We currently offer ESL classes in Tuscaloosa County (Tuscaloosa's One Place and Holy Spirit Catholic Church). The Tuscaloosa's One Place (TOP) class meets Monday through Thursday mornings and Monday, Tuesday, and Thursday afternoons; the Holy Spirit class meets Monday and Wednesday evenings.

AE staff members are pleased to participate in Tuscaloosa County's Hispanic Service Providers Network, which is coordinated by TOP. The network is involved in several projects to serve the Hispanic community. Most recently, the network sponsored the 6th annual Brazos Abiertos (Open Arms) event, which was held in the gymnasium at Holy Spirit Catholic High School. Over 500 individuals attended this event, which offered information about services available to the Latino community. An updated version of the *Hispanic Service Guide* was also distributed at the event.

CQI Class of 2009:

Three instructors from Adult Education participated and graduated from the College's CQI class in April of 2009. Congratulations to **Carolyn Davis, Joe Powell, and Debbie Terry** for becoming CQI graduates. Each participant attended a 10-week training session on providing quality customer service through team work.



Adult Education Advisory Council:

The program's advisory council is made up of community leaders from the program's five county service area. The council members share their time and expertise. This year's Advisory Council includes Isaac Atkins (Greene County Schools), Kathy Bailey (Tuscaloosa County – Voc. Rehab), Lew Drummond (Tuscaloosa – West Alabama Center for Workforce Development), Donald Elam (Bibb County Schools), Linda Hardwick (Tuscaloosa County – Alabama Employment Services), Joyce Levey (Tuscaloosa City Schools), Rebecca Mims (Tuscaloosa County Schools), William Ryan (Hale – Alabama Court System), Frank Stegall (Hale County Schools), Thomas J. Taylor (Tuscaloosa – Shelton State Community College), and Annie Walker (Sumter County Schools). The council members or their representatives met prior to the GED graduation ceremony on May 12, 2009, and were introduced during the ceremony.



Alabama GED Scholarship (AGS):

- GED recipients are eligible to participate in a tuition scholarship program. Alabama GED Scholarship (AGS) Applications may be downloaded from the Alabama Community College System Web site at <http://www.acs.cc.al.us>. Click on GED, then Scholarship Application. A copy of the press release may also be viewed at this site.
- For additional information, contact the AE office or **Ms. Jan Rogers** in the Counseling Center.

Update on Local Recruitment Efforts:

- Hispanic Providers - March 24th - Phillip Johnson
- Phillip Coleman's radio spot - March 6th - Curtis Coleman, Phillip Johnson
- Holt Community Partnership - April 11th - Diane Fowler
- Tuscaloosa Housing Authority Event - April 14th - Kristen Bobo
- Brazos Abiertos - April 26th - Cary Chappell
- Community Action: Linking Leaders for Drop Out Prevention meeting - April 28th - Lisa McKnight
- Hale Co. Public Library Event - April 30th - Curtis Coleman
- Phillip Coleman's radio spot - May 14th - Julia Chancy
- Sumter Co. DHR job task force meeting - May 21st - Paula Brewer
- Westwood Elementary School - May 29th - Lisa McKnight

QEP:

The College has unveiled its **Quality Enhancement Plan** which is **improving student success in online classes**. Visit our QEP Blog at www.sheltonstate.edu.

Timesheet Reminder:

Supervisors should receive the Shelton State time sheets (and/or Time and Effort Sheets and/or Work Logs) and the Adult Education and Family Literacy Timesheet by the **13th** of the month unless otherwise notified. Please proof the documents for accuracy and sign them.

AAESAP Reminder:

Contact Hour Reports, Student Sign-in sheets, Update Forms, Separation Forms, and Enrollment Forms should be received by the Site Coordinator by the **3rd** of the month. Please proof the documents for accuracy and sign the Contact Hour Report.

Shelton State Community College Adult Education Program

Toll Free Number: 1.877.643.3272 (1.877.6GE.DCRC)

Email: GED@sheltonstate.edu

Q3 Newsletter: President's Day Trivia: Answers

1. Millard Fillmore
2. Andrew Johnson
3. William Henry Harrison
4. Martin Van Buren
5. John Quincy Adams
6. James Buchanan
7. Franklin Delano Roosevelt
8. Grover Cleveland

Summer Word Search

Y	P	K	K	J	Y	F	O	D	W	S	W	K	E	X	Z	J	L	D	W
C	I	E	Y	C	T	U	Y	S	R	E	E	Z	E	E	R	B	A	M	W
E	T	F	U	L	H	P	S	E	D	S	U	S	N	D	E	P	I	G	Z
A	S	P	O	C	R	E	G	C	R	S	W	Q	S	N	U	R	E	R	U
O	N	U	I	T	U	R	K	I	C	E	C	R	E	A	M	W	P	R	Z
F	G	V	N	C	U	S	R	A	O	R	M	M	L	B	L	T	A	E	H
U	S	A	U	B	N	P	H	U	T	A	O	M	U	X	R	G	F	D	T
K	P	C	M	Q	U	I	A	Y	L	U	J	L	U	E	N	A	N	N	D
T	X	A	U	I	P	R	C	I	N	G	S	E	E	S	D	B	B	U	S
G	H	T	F	O	I	A	N	T	U	U	W	M	Z	B	E	A	C	H	S
D	K	I	Y	G	L	T	A	U	F	S	I	O	M	K	J	J	H	T	I
G	P	O	L	O	T	I	O	N	T	T	M	N	V	L	W	Y	L	S	Z
G	X	N	G	R	N	O	G	O	Q	N	M	A	K	V	C	J	Z	P	Z
B	A	U	V	S	D	N	R	H	U	M	I	D	I	T	Y	N	U	H	L
F	J	G	L	P	L	M	A	Y	T	G	N	E	N	U	J	A	O	W	J
Y	M	K	M	H	S	S	R	O	O	N	G	L	V	G	J	T	W	Q	W
J	F	C	W	R	U	Y	N	D	Q	A	I	O	O	S	D	N	Q	U	E
E	G	B	G	J	N	C	Y	S	Q	Q	E	N	C	O	J	U	T	N	S
X	X	R	O	I	N	C	G	E	Z	O	T	Q	G	E	P	S	X	L	E
X	L	O	A	M	S	U	L	W	Y	D	X	S	S	Y	K	T	K	J	R

August
barbeque
beach
breeze
fan
fun
hamburgers
heat
hotdogs
humidity

ice cream
July
June
lemonade
lightning
lotion
mountains
perspiration
picnic
pool

reruns
shade
storms
summer
sunburn
sunglasses
suntan
swimming
thunder
vacation